

OCSS-M81-350  
03 August 1981

MEMORANDUM FOR: Acting Director of Communications

25X1 FROM:

[REDACTED]  
Chief, Support Services Division, OC

SUBJECT: Monthly Narrative Summary Report -  
July 1981

25X1 1. PB/PSS has designed a master personnel file which will contain records now placed in soft files, finance files, and panel files. Consolidation of those records into one file should represent a significant savings in space and a central point of reference for personnel information. [REDACTED]

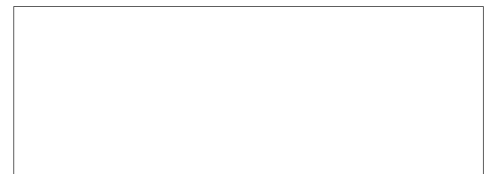
25X1 2. ODP completed the software package for the OC automated RYBAT file and began testing during the week of 06 July. The system will involve special coding and security features. [REDACTED]  
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25X1 3. PMCD representatives are still scheduled to begin OC audits on or about 03 August. [REDACTED]  
25X1

25X1 5. The DDA Career Sub-Group meeting held on 08 July provided an excellent vehicle for exchanges of thoughts and ideas among representatives from all DDA offices. The meeting covered current events within DDA, and an attempt was made to standardize all DDA memoranda and reports. It was decided that the meetings should continue on a monthly basis with the next meeting scheduled for 12 August 1981. [REDACTED]

25X1 6. [REDACTED] Dispatch and Pouch procedures Handbook has been revised in its entirety and is in the process of being disseminated to OC field stations. [REDACTED]  
25X1


25X1 WARNING NOTICE  
Intelligence Sources  
and Methods Involved



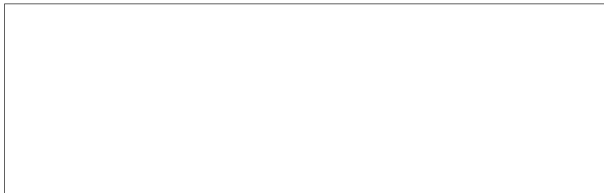
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7. The Information Control Branch, SSD and the Cable Secretariat Branch, DND are in the process of building an OC cable/telepouch requirements data base for CDS to begin dissemination to OC components. A memorandum requesting components requirements was sent to each OC Division and Staff on 20 July 1981. 

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Distribution:

- 1 - AD/CO, ExA, P&B, ICB (Archives)
- 1 - HRD, CSD, ED
- 1 - PS, FND
- 1 - DND

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